

MICHIGAN DEPARTMENT OF CORRECTIONS POLICY DIRECTIVE		EFFECTIVE DATE 01/10/2000	NUMBER 04.06.160
SUBJECT MEDICAL DETAILS AND SPECIAL ACCOMMODATION NOTICES		SUPERSEDES NEW	
		AUTHORITY MCL 791.203; 791.204	
		ACA STANDARDS 3-4358	
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POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) facilities shall be provided with assistive devices and other services necessary for medical needs, subject to restrictions necessary to maintain institutional order and security.

RELATED POLICIES:

03.04.100 Health Services
04.06.165 Optometric Services

POLICY:

DEFINITIONS

- A. Medical Service Provider - A physician, physician assistant, or nurse practitioner licensed by the State of Michigan and/or certified, as required, to practice within the scope of his/her training and licensure or certification.
- B. Qualified Health Professional - A physician, physician assistant, nurse practitioner, registered nurse, dentist, dental hygienist, psychologist, or social worker, or other trained health care professional licensed by the State of Michigan and/or certified, as required, to practice within the scope of his/her training and licensure or certification.

GENERAL INFORMATION

- C. This policy does not apply to eyeglasses, prescription sunglasses, and contact lenses, which are addressed in PD 04.06.165 "Optometric Services".
- D. During each health care encounter, Bureau of Health Care Services (BHCS) staff shall screen the prisoner to determine if the prisoner has a medical condition which restricts his/her ability to function adequately in the institutional environment. This includes screening during the health appraisal conducted at reception facilities pursuant to PD 03.04.100 "Health Services".

ISSUANCE OF MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- E. Whenever a prisoner is identified as having a medical condition which restricts his/her ability to function adequately in the institutional environment, a qualified health professional shall identify reasonable options available in a corrections setting which will meet the prisoner's special medical need. Options may include prosthetics, medical supplies, assistive devices (e.g., wheelchairs, canes), medical treatment, or restrictions on activities, placement, or housing. Options also may include the issuance of non-wool blankets, extra blankets or sheets, special mattresses, or special shoes. The recommended option(s) shall be set forth on a Medical Detail (CHJ-556) if expected to be temporary (i.e., six months or less) or on a Special Accommodation Notice (CHJ-244) if expected to be long-term (i.e., more than six months) or permanent.

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- F. Each Medical Detail and Special Accommodation Notice issued shall include an expiration date except in the case of a Special Accommodation Notice which is permanent, in which case that shall be indicated instead. When a Medical Detail or Special Accommodation Notice expires, it shall be reissued only after a qualified health professional examines the prisoner and determines that the prisoner's special medical need still exists. Review of the continued need for a Medical Detail or Special Accommodation Notice shall be conducted during the annual health care screening performed pursuant to PD 03.04.100.
- G. The prisoner shall receive a copy of his/her Medical Detail or Special Accommodation Notice at the time of issuance. A copy of each Medical Detail and Special Accommodation Notice issued shall be distributed through institutional mail to the housing unit and record office for placement in the prisoner's files. A copy also shall be distributed to the control center and, as necessary, to the property room.
- H. BHCS staff shall immediately notify housing unit staff and the control center by telephone whenever a Medical Detail or Special Accommodation Notice is issued which requires immediate attention. Telephone notification shall be logged in the appropriate logbooks and noted in the prisoner's health record.
- I. If a prisoner claims to have a currently valid Medical Detail or Special Accommodation Notice for which the housing unit does not have a copy or has not received telephone notification of its existence, housing unit staff shall contact appropriate BHCS staff for verification and to ensure that a copy is provided for placement in the prisoner's Counselor file.
- J. Appropriate health information staff shall enter required information pertaining to the issuance of a Special Accommodation Notice on the Corrections Management Information System (CMIS) as soon as possible after issuance. The responsible health information manager shall review the information entered at least quarterly to verify accurate and appropriate entry.

CANCELLATION OF MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- K. A currently valid Medical Detail or Special Accommodation Notice shall not be cancelled without approval from an appropriate medical service provider after examination of the prisoner. Whenever a Medical Detail or Special Accommodation Notice is cancelled prior to its expiration date, health care staff shall distribute to the appropriate prisoner and staff written notification of the cancellation in the same manner set forth in Paragraph G.
- L. An employee who believes the options provided pursuant to a Medical Detail or Special Accommodation Notice compromise institutional safety or security shall report the concern through the chain of command to the warden. If the warden believes institutional safety or security is being compromised, the medical service provider shall seek alternative options to meet the medical need which do not compromise institutional safety or security. If alternative options are available, the medical service provider shall cancel the current Medical Detail or Special Accommodation Notice and issue a new one. If alternative options are not available, the medical service provider shall notify the warden.
- M. An employee who observes a prisoner acting inconsistently with a medical restriction or otherwise questions the current medical need for a Medical Detail or Special Accommodation Notice shall report the concern through the chain of command to the medical service provider. If, after examination of the prisoner, the medical service provider believes there is no current medical need for the Medical Detail or Special Accommodation Notice, s/he shall cancel the Medical Detail or Special Accommodation Notice.
- N. If a concern raised pursuant to Paragraph L or M cannot be resolved by the warden and medical service provider, it shall be referred through the appropriate chain of command until it is resolved.

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TRANSFER OF PRISONERS WITH MEDICAL DETAILS/SPECIAL ACCOMMODATION NOTICES

- O. A current Medical Detail or Special Accommodation Notice shall be valid at all facilities unless cancelled in accordance with Paragraphs K - N of this policy. A prisoner with a currently valid Medical Detail or Special Accommodation Notice shall be transferred only to a facility where his/her special medical needs can be met. In accordance with PD 05.01.140 "Prisoner Placement and Transfer", it shall be noted on a prisoner's Transfer Order (CSJ-134) if the prisoner has any currently valid Medical Details or Special Accommodation Notices. BHCS staff shall notify the receiving facility of a prisoner's special medical needs on the Transfer Assessment/Screening form (CHJ-218).

PURCHASE OF MEDICALLY NECESSARY ITEMS

- P. When a Medical Detail or Special Accommodation Notice requires the purchase of a prosthetic, medical supplies, an assistive device, or other medically necessary item, the item shall be paid for by the Department, except that the prisoner may choose to purchase the item as permitted pursuant to PD 04.07.112 "Prisoner Personal Property". Questions regarding the appropriateness of a purchase shall be directed through the chain of command to the warden or Regional Medical Director, as appropriate.

OPERATING PROCEDURES

- Q. Wardens and Regional Health Administrators shall insure that within 60 days of its effective date joint procedures implementing this policy directive are developed and forwarded to the appropriate Regional Prison Administrator for approval.

AUDIT ELEMENTS

- R. A Primary Audit Elements List has been developed and will be provided to wardens and health unit managers to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

BM:OPH:11/17/99